

APPLICATION INSTRUCTIONS

Part 4 – Addition of Field of Accreditation (FOA)

All environmental laboratories performing testing or analysis of Drinking/Potable Water, Non-Potable Water (Wastewater), and/or Solid and Chemical Materials for compliance with any of the 12 statutes listed in 25 Pa. Code Chapter 252 (“Chapter 252”) must be accredited by the Department.

Add FOA Application Requirements:

An environmental laboratory seeking to obtain accreditation for additional FOAs outside the regular renewal period (>90 days before the expiration of their current certificate of accreditation) must complete and submit a Part 4—Addition of FOA (“Add FOA”) application along with the appropriate fees and attachments in accordance with Chapter 252, Subchapter B.

An environmental laboratory seeking to obtain accreditation for additional FOAs at the time of renewal (when submitting a completed Part 1—Initial/Renewal Application) may do so by completing and submitting a Part 4—Add FOA application. The Add FOA fee of \$250 is not required when requesting additions during the regular renewal period (<90 days before the expiration of current certificate of accreditation).

The “Add FOA Application” consists of one form, Part 4—Add FOA and required attachments. Complete an Add FOA application in accordance with the following guidelines:

- Print or type all information.
- Complete all Items on the application.
- State and Primary NELAP laboratories must complete Item #3 and Secondary NELAP applicants must complete Item #4 by placing a check-mark in the appropriate box for the attachments provided with the Add FOA application form. The Department will not process Add FOA applications that do not include all required attachments.
- Sign the Certification Statement. The DEP-approved laboratory supervisor or quality assurance officer must sign the certification statement requesting the addition of field(s) of accreditation.
- Complete Item #6 by listing the specific Matrix – Method – Analyte(s) for which the laboratory wishes to obtain accreditation. The laboratory must provide the specific information listed in Item #6 but may choose to use a separate sheet that includes all information in the same format as the Part 4—Add FOA application form.
- The laboratory should not write in the “SOP,” IDOC,” or “PT” columns. These are for Department use only.

Required Attachments for State and Primary NELAP Laboratories:

- SOP(s) for all requested FOAs
 - The laboratory must provide copies of SOPs that meet the Chapter 252 or NELAP requirements, based on the type of accreditation sought.
- Initial Demonstrations of Capability for all requested FOAs
 - The laboratory must provide copies of IDOC summary sheets. The Department may request the raw data prior to making a final decision.
 - The IDOCs must be analyzed before the proficiency testing samples otherwise the PTs are invalid for accreditation purposes.
- Proficiency Testing Studies for all requested FOAs listed on the FoPT Tables
 - The laboratory must obtain passing PT study results as required by either Chapter 252 or NELAP.
 - The PT studies must be analyzed after successful completion of the IDOCs.
- Include a check for the appropriate fees made payable to “Commonwealth of Pennsylvania”.
 - An Add FOA application submitted outside the regular renewal period requires submission of the \$250 Add FOA Fee.
 - An Add FOA application that results in the expansion of the laboratory’s accreditation requests beyond the Accreditation Categories paid in the most recent Application for Accreditation (Initial or Renewal) will require payment of the appropriate category fee.
- If the Department determines that a supplemental on-site assessment is required, the laboratory will be billed for the \$500 Supplemental On-Site Assessment Fee.

- Out-of-State laboratories must reimburse the Department for all costs associated with an on-site assessment. As such, the “Supplemental On-site Assessment Fee” is the minimum amount due by out-of-State laboratories.

Required Attachments for Secondary NELAP Laboratories:

- A copy of a valid accreditation certificate and the most recent scope of accreditation from the Primary NELAP Accreditation Body with the requested FOA(s) highlighted or otherwise clearly identified.
 - The Department will not grant accreditation for an FOA for which the Primary NELAP AB has not first granted accreditation.
- Include a check for the appropriate Category Fees made payable to “Commonwealth of Pennsylvania”.
 - An Add FOA application that results in the expansion of the laboratory’s accreditation requests beyond the Accreditation Categories paid in the most recent Application for Accreditation (Initial or Renewal) will require payment of the appropriate category fee.
- The Department has waived the \$250 Add FOA Fee for secondary NELAP laboratories for up to five (5) Add FOA applications. After the fifth Add FOA application, the secondary NELAP laboratory must pay the \$250 fee for each subsequent Add FOA application.

NOTE: If any portion of the out-of-State environmental laboratory’s accreditation is denied, revoked or suspended by the Primary Accreditation Body, the laboratory’s authorization to perform testing or analysis in Pennsylvania is automatically revoked for the same fields of accreditation.

Environmental Laboratories with questions regarding applications for accreditation should contact the Department’s Laboratory Accreditation Program at (717) 346-7200 or eplabaccredit@pa.gov.

SUBMIT APPLICATION MATERIALS AND FEES TO:

US Postal Service:

Department of Environmental Protection
Bureau of Laboratories
Attn: Laboratory Accreditation Program
PO Box 1467
Harrisburg, PA 17105-1467

All other modes of delivery (UPS, Fed Ex, etc):

Department of Environmental Protection
Bureau of Laboratories
Attn: Laboratory Accreditation Program
2575 Interstate Drive
Harrisburg, PA 17110-9332

Failure to submit a complete application package, including the necessary fees, will delay processing of your application and may result in denial of accreditation.